



## **NOTICE ENVELOPE PREPARATION INSTRUCTIONS** **for Type II & III Project Permits (400' notification radius)**

### **STEP 1:**

- Get current copies of Spokane County Assessor's Maps for the project area and take these map(s) to any local Title Company for a title search of property owners and taxpayers, if different than the property owners, whose property is within a four hundred (400)-foot radius of the perimeter of the subject site, including any access easement(s) serving said site.
- In those instances where any portion of the property abutting the subject site is owned, controlled, or under option by the applicant or his representative, then all property owners within four hundred (400) feet of the applicant's total ownership shall be notified. The site and adjoining ownership shall be shown on the Assessor's map(s).
- Property owners and taxpayers are those shown on the Spokane County Assessor's/ Treasurer's most current computer records obtained by the applicant from a title company no more than thirty (30) calendar days prior to the issuance of the Notice of Application.

### **STEP 2**

- Utilizing the addresses obtained in STEP 1, **PREPARE A 10 X 13 SIZE ENVELOPE** (landscape format, see attached sample and instructions) for each property owner and tax payer on the list provided to you by the title company.
- We will put the City's return address and postage on the envelopes when you return them. The notification shall consist only of information approved and provided by P&CD and envelopes shall be prepared by the applicant, but not sealed.
- These envelopes will be mailed 1st Class Mail, NOT CERTIFIED, and the amount of postage will be determined by the Planning & Community Development Dept (you will be invoiced for the postage amount).
- Additionally, when there are no addresses shown in the official records, use the most current telephone directory to try and determine a valid address.
- The applicant shall also prepare envelopes for agencies with jurisdiction, as directed by P&CD.
- Completed envelopes shall be given to P&CD at time of application submittal.

### **NOTE:**

**The applicant is responsible for verifying the completeness of the Title Company's ownership list against the Assessor's map(s) and must certify the same.**

### **STEP 3**

- Return the Title Company address list, the completed envelopes, the assessor's maps, and the signed Title Company & Applicant Certifications to the City of Liberty Lake Planning & Community Development Dept.
- The City will then mail out the Notice of Application and sign an affidavit of mailing.

*You may want to make (2) two copies of the address list and the assessor's maps for future Notice of Hearing envelope preparation (the Notice of Hearing must be mailed within 30 days of initial envelope preparation or new assessor's maps and address lists must be utilized for Notice of Hearing envelope preparation, see P. 5).*

## PREPARATION OF 400' RADIUS PROPERTY OWNER ENVELOPES

All addresses of each property owner and each taxpayer must be placed on a **10" x 13" envelope in a landscape format (clasp or seal on the left or right, not at the top)** for each tax parcel number that is within a 400' radius of the application property (or contiguous ownership/interest). Do not include a return address. See examples below.

If the tax parcel shows two separate individuals and/or different addresses, then an addressed envelope for each is required. We are required to mail a notice to each different individual and each different address. If the same individual has two or more addresses on the Assessor/Treasurer record, then each address needs to be placed on an envelope.

You do not need to prepare separate addressed envelopes if the name and address is identical. However, each tax parcel number must be listed on the single addressed envelope if more than one tax parcel is involved with an identical name and address.

	13
10	(Leave Blank)  Joe Property Owner 9876 W Street Spokane WA 99999  23453.9023

Tax parcel number

	(Leave Blank)  Joe Property Owner 3371 E Street Spokane WA 99267  23453.9023
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Note: tax parcel 23453.9023 shows the same property owner name with two different addresses — mail to both addresses

	(Leave Blank)  Mary Property Owner 7654 N Street Deer Park WA 99888  46322.9019 46321.9052
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Note: tax parcel 46322.9019 and 46321.9052. The property owner with the same address was listed for two properties — you only need one envelope.

	(Leave Blank)  Bill Taxpayer 2953 S Street Spokane WA 99001  46321.9052
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Note: Mary and Bill have interest in tax parcel 46321.9052 — each separate taxpayer and each separate property must be sent a Notice.

If you have questions, please contact the City of Liberty Lake Planning & Community Development Department at (509) 755-6708.

**TITLE COMPANY CERTIFICATION AND  
APPLICANT CERTIFICATION**

**TITLE COMPANY CERTIFICATION**

I do hereby certify that the following list of names and addresses, consisting of the attached pages, has been prepared from the Spokane County Assessor's or Treasurer's most current computer records, is to the best of my knowledge correct, and is current within thirty (30) days of today's date.

I also certify I have provided loan numbers, if possible, when the owner is listed as a finance company.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

For: \_\_\_\_\_  
(Title Company)

**APPLICANT CERTIFICATION**

I, the applicant or agent for the applicant, have verified the attached ownership list with the attached Assessor's map(s) and find that all tax parcel numbers within 400 feet of the project site, including owned or optioned land as shown on the Assessor's map(s) have been listed by the Title Company.

Printed Name: \_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

## **NOTICE OF APPLICATION SIGNAGE PREPARATION**

A sign will need to be posted which is a minimum of two (2) feet in width by three (3) feet in height and six square feet in area. The sign shall be erected by the applicant on the site fronting and adjacent to the most heavily traveled public street, and positioned as close to the right-of-way as possible, so it is easily readable by the traveling vehicular public from the right-of-way at least fourteen (14) calendar days prior to the close of the comment period. Depending on site size, more than one sign may be required. Signage shall consist only of information approved and provided by P&CD and the signage shall be prepared and installed by the applicant. Signage shall be constructed of material of sufficient weight and reasonable strength to withstand normal weather conditions and the applicant shall complete and submit to P&CD an affidavit of posting. The sign shall be lettered and spaced as follows:

- A minimum one (1)-inch border on the top, sides, and bottom of the sign;
- The first line(s), in two (2)-inch tall letters, shall read  
"NOTICE OF APPLICATION";
- All the following lines, in one (1)-inch tall letters, shall read:  
"PROJECT FILE #"  
"PROPOSAL"  
"APPLICANT"  
"ENVIRONMENTAL REVIEW"  
"REVIEW AUTHORITY"
- **Project specific information will be supplied to the applicant by P&CD prior to sign preparation and a copy of the actual Notice of Application (NOA) shall be attached to the bottom face of the sign.**  
Required text shall be at least 1/2 inch tall letters. See example below.

**NOTICE OF APPLICATION**  
PROJECT FILE #: "EXAMPLE"  
PROPOSAL: "EXAMPLE"  
APPLICANT: "EXAMPLE"  
ENVIRONMENTAL REVIEW: "EXAMPLE -----"  
REVIEW AUTHORITY: CITY OF LIBERTY LAKE  
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

ATTACH ACTUAL NOTICE OF  
APPLICATION TO BOTTOM  
OF SIGN

ATTACH ACTUAL SEPA  
DETERMINATION TO BOTTOM  
OF SIGN, IF APPLICABLE

## **NOTICE OF HEARING**

- Follow the Notice of Application envelope preparation instructions above for preparation of the Notice of Hearing Envelopes (assessor's maps & address lists provided for the Notice of Application may be utilized to prepare the Notice of Hearing envelopes if the maps and list are less than 30 days old).
  - Return the Title Company address list, the completed envelopes, the assessor's maps, and the signed Title Company & Applicant Certifications to the City of Liberty Lake Planning & Community Development Dept. (Completed envelopes shall be given to P&CD at least eighteen (18) calendar days prior to the scheduled hearing or the hearing will be re-scheduled).
  - The City will then mail out the Notice of Hearing and sign an affidavit of mailing.
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### **TITLE COMPANY CERTIFICATION AND APPLICANT CERTIFICATION**

#### **TITLE COMPANY CERTIFICATION**

I do hereby certify that the following list of names and addresses, consisting of the attached pages, has been prepared from the Spokane County Assessor's or Treasurer's most current computer records, is to the best of my knowledge correct, and is current within thirty (30) days of today's date.

I also certify I have provided loan numbers, if possible, when the owner is listed as a finance company.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

For: \_\_\_\_\_  
(Title Company)

#### **APPLICANT CERTIFICATION**

I, the applicant or agent for the applicant, have verified the attached ownership list with the attached Assessor's map(s) and find that all tax parcel numbers within 400 feet of the project site, including owned or optioned land as shown on the Assessor's map(s) have been listed by the Title Company.

Printed Name: \_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

## **NOTICE OF HEARING SIGNAGE PREPARATION**

A Notice of Hearing sign will need to be posted after the end of the Notice of Application Comment Period which is a minimum of four (4) feet in width by four (4) feet in height and sixteen square feet in area. The sign shall be erected by the applicant on the site fronting and adjacent to the most heavily traveled public street, and positioned as close to the right-of-way as possible, so it is easily readable by the traveling vehicular public from the right-of-way at least fourteen (14) calendar days prior to the hearing. Depending on site size, more than one sign may be required. Signage shall consist only of information approved and provided by P&CD and the signage shall be prepared and installed by the applicant. Signage shall be constructed of material of sufficient weight and reasonable strength to withstand normal weather conditions and the applicant shall complete and submit to P&CD an affidavit of posting. The sign shall be lettered and spaced as follows:

- A minimum one (1)-inch border on the top, sides, and bottom of the sign;
- The first line(s), in four (4)-inch tall letters, shall read  
"NOTICE OF PUBLIC HEARING";
- All the following lines, in two (2)-inch tall letters, shall read (as applicable):  
"PROJECT FILE #"  
"PROJECT NAME"  
"GENERAL LOCATION, SECTION, TOWNSHIP, & RANGE"  
"NUMBER OF ACRES / NUMBER OF LOTS"  
"EXISTING / PROPOSED ZONING"  
"PROPOSAL / PROPOSED USE"  
"SEPA DETERMINATION"  
"APPLICANT"  
"REVIEW AUTHORITY"  
"HEARING DATE & TIME, HEARING LOCATION"
- **Project specific information will be supplied to the applicant by P&CD prior to sign preparation. A copy of the proposed plat map, PUD plat map, BSP map, etc., the SEPA threshold determination, and the actual Notice of Hearing shall be attached to the bottom face of the sign (as applicable).**  
Required text shall be at least 1/2 inch tall letters. See example below.

# NOTICE OF PUBLIC HEARING

PROJECT FILE #: "EXAMPLE"

PROJECT NAME: "EXAMPLE"

GENERAL LOCATION: "EXAMPLE"

SECTION:

TOWNSHIP:

RANGE:

NUMBER OF ACRES: "EXAMPLE"

NUMBER OF LOTS: "EXAMPLE"

EXISTING ZONING: "EXAMPLE"

PROPOSED ZONING: "EXAMPLE"

PROPOSAL / PROPOSED USE: "EXAMPLE"

SEPA DETERMINATION: "EXAMPLE" \_\_\_\_\_

APPLICANT: "EXAMPLE"

REVIEW AUTHORITY: CITY OF LIBERTY LAKE

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

HEARING DATE: "EXAMPLE"

TIME: "EXAMPLE"

HEARING LOCATION: "EXAMPLE"

ATTACH COPY OF PLAT / BSP  
MAP TO BOTTOM OF  
SIGN, IF APPLICABLE

ATTACH ACTUAL NOTICE  
OF HEARING TO  
BOTTOM OF SIGN

ATTACH ACTUAL SEPA  
DETERMINATION TO BOTTOM  
OF SIGN, IF APPLICABLE